

Your Key to Success

The Services IMA Program is a partnership between the active duty Air Force and the US Air Force Reserve. It is an individual program where each IMA is responsible for maintaining proficiency in their assigned wartime job. However, the program also places a certain number of duties and responsibilities upon you as a supervisor. A successful program culminates in the IMA reaching their maximum productivity while being fully prepared to make a seamless integration into your squadron upon mobilization.

Air Force Instruction 10-214, *Air Force Prime RIBS Program*, provides functional guidance on the roles and responsibilities for executing your Services IMA Program. IMAs are a critical link to transition from peacetime to wartime and will be "force multipliers" in the Air Expeditionary Force (AEF). With the AEF becoming the way we will do business in the future, it is critical you and your IMAs understand their AEF roles.

This guide is presented in a quick-reference format, highlighting critical areas. For more detailed information of a specific topic, refer to the references provided at the end of each section. I challenge you personally to make your IMA program the best in the Air Force.

HORACE L. LARRY

Colonel, USAF

Commander

Air Force Services Agency

Services IMA Mission

To assume command or control of essential Services activities critical for transition from peacetime to wartime; to augment expanding wartime activities such as mass fatalities/port mortuary or battlestaff operations; and to support military operations other than war.

Position Data

IMAs serve in key management positions, so typically they can and should easily be able to "step into" the active duty manager's shoes without a break in productivity. These positions include:

- 1. Commander
- 2. Deputy
- 3. Combat Support Flight Chief
- 4. Mortuary/Plans and Readiness Chief
- 5. Food Services Chief
- 6. Lodging Chief
- 7. Fitness Chief
- 8. Dining Hall Manager
- 9. Other Essential Feeding Function Manager

The following list shows the percentage of IMA personnel currently assigned by organizational level:

Base level: 84.5% MAJCOM: 11.3%

Air Staff and FOAs: 4.2%



Mentoring

- ➤ IMA mentoring applies to officer and enlisted personnel (vs the Active Duty program for officers only)
- ➤ IMAs also need "dual" mentoring; mentored by someone in the Services career field as well as by a senior Services IMA
- ➤ If you do not have a senior IMA assigned to the squadron, contact one of your MAJCOM Services IMA Council representatives (see AFSVA Website)
- Commanders must ensure each IMA has a "clearly established" supervisor as well as mentors



- ➤ Key to success is communication and advanced planning of all duties
- ➤ Don't overlook the IMA's unique civilian occupational skills—many Services IMAs serve in related commercial activities such as hotel management, food and restaurant management, etc.

- 1. *Individual Reserve Guide*, Chapter 7, Supervisory Information (can be found on the Internet at http://www.arpc.org/director/dr/irg/toc.htm)
- 2. AFI 36-3401, Air Force Mentoring
- 3. Services Guide 662, Guide to the Services Enlisted Mentoring Program

Participation Requirements

To receive a satisfactory year, IMAs are required to perform the following minimum requirements:

Inactive Duty Training (IDT)

IMAs must perform 24 mandatory IDT periods (total of 12 duty days). Each IDT consists of a 4-hour block of training, which equals one point. An IMA can perform all 24 IDTs at one time. No more than two 4-hour periods may be scheduled per calendar day.

- ➤ IDTs are documented on AF Form 40A, **Record of Individual Inactive Duty Training**
- Additional IDTs may be performed by the IMA in a "nonpay, points-only" status

Annual Tour (AT)

Required to perform a 12- to 14-day AT. If your unit will not be performing duty over a weekend, the IMA should perform a 12-day continuous AT. However, if valuable training opportunities are available, a member may perform a 14-day continuous tour (must be justified on the AF Form 1289,

Application for Active Duty Training [RPA Tour])

- Request AT on AF Form 1289, through supervisor and program manager
- It is possible to split the AT to accommodate special mission or training requirements. Justification for the split tour is annotated in the *Remarks* section of the AF Form 1289
- During their AT, IMAs must perform their annual

weigh-in and cycle ergometry test. They must also ensure they are in compliance with the Air Force Health and Immunization Program

IMAs must consider two other factors to obtain a satisfactory (or "good") year; fiscal year (FY) and retention/retirement (R/R) year. An IMA must do the following to obtain a "good" year:

- Members must obtain 50 points during their R/R year (includes 15 membership points automatically added at the end of R/R year)
- Must complete the minimum IDTs and AT from 1 Oct through 30 Sep of each year
- IMAs who fail to meet both minimum participation requirements may be reassigned to Inactive Reserve Status

IMAs may work up to a maximum of 139 man-days per fiscal year. Note: The using installation pays for per diem and travel

Once their mandatory participation requirements are met, supervisors may provide opportunities to their individual reservists to complete other tours of active duty. The unit of assignment and MAJCOM/program manager is allocated active duty days for use by reservists. These are explained in paragraphs 6.12 and 6.13 of the *Individual Reserve Guide*

- 1. *Individual Reserve Guide*, Chapter 3, IMA Information, Chapter 6, Participation, and Chapter 7, Supervisory Information (can also be found at www.arpc.org/director/dr/irg/toc.htm)
- 2. AFMAN 36-8001, Reserve Personnel Participation and Training Procedures, Chapters 4 and 5
- 3. AFI 36-2619, Military Personnel Appropriations (MPA) Man-Day Management and Accounting System
- 4. HQ ARPC Web Page, click on Commanders/Supervisors of IMAs (www.arpc.org/arpc.htm)

Performance Reports

An IMA's performance report is as important as an active duty members in terms of promotions and career advancement

- These reports may be the hardest reports you will ever write—after all, your IMA may have participated only a minimum of their annual tour and IDTs—a grand total of 24 days!
 - ➤ With this in mind, the more projects and issues you have your IMA involved with when participating, the more you are able to report (remember to include any telecommuting participation)
- When your IMA is attached to another unit, contact his/her supervisor to include the IMA's "attachment" information in their performance report
- Ask the IMA for his/her inputs to their annual performance report

Enlisted Performance Reports (EPRs)

- Rater must be equal to or higher in grade than the ratee
- ➤ Biennial EPRs are to be accomplished on all E-5s and above. EPRs must also be done upon IMA assignment change
- ➤ Use information provided on the Tour-of-Duty Evaluation Form and Performance Feedback Worksheet (PFW)

Officer Performance Reports (OPRs)

- Requirements same as those for Active Duty
- Rater must be equal to or higher in grade than the ratee
- Use information provided on the AFSVA Form 200 and formal feedback sessions

Feedback

Conduct performance feedback sessions IAW AFIs 36-2402 and 36-2403. Both you and the IMA will receive a Rater Performance Feedback Notice from HQ ARPC/DPMPE-1

- Officer requirement is the same as for active duty
- Enlisted
 - ➤ Initial feedback is required within 60 days of supervision; i.e., at the beginning or closeout of IMA's last EPR
 - ➤ Midterm feedback is required 1 year after supervision began

- 1. *Individual Reserve Guide*, Chapter 7, Supervisory Information and Chapter 8, Individual Personnel Management (can also be found at www.arpc.org /director/dr/irg/toc.htm
- 2. AFI 36-2402, Officer Evaluation System (OES)
- 3. AFI 36-2403, The Enlisted Evaluation System (EES)
- The 1996 Reserve Officer Personnel Management Act (ROPMA). Any questions on ROPMA can be directed to HQ ARPC/XPX at DSN 926-6299
- 5. HQ ARPC Web Page, click on OPR/PRF Writing Guide (www.arpc.org/arpc.htm)
- 6. Talk to personnel at HQ ARPC/DPMPE-1, DSN 926-7475, ext. 340.

Awards and Decorations

Recognize your IMA the same as active duty

- Decoration approval authority for IMAs is delegated to the assigned member's location
- Request a Decor 6 from your local Military Personnel Flight (MPF) or Commander's Support Staff (CSS).
- ➤ If the MPF or CSS are unable to generate this report, please contact HQ ARPC at DSN 926-6134, ext 343.

Supervisors are encouraged to submit their IMAs for an Air Force Achievement Medal any time their job accomplishments warrant it.

Consider your IMA for the Air Force Commendation or the Air Force Meritorious Service Medal upon serving 3 to 4 years in the same position, upon assignment change, or upon retirement

IMAs may also be considered for the following awards:

- The Outstanding IMA of the Year Award
- Air Force Reserve Outstanding Junior Officer of the Year Award
- Airman/NCO/SNCO of the Quarter or Year
- The Twelve Outstanding Airmen of the Year
- Air Force Services Individual Awards

- 1. Individual Reserve Guide, Chapter 7, Supervisory Information
- 2. AFI 36-2803, The Air Force Awards and Decorations Program
- 3. AFI 36-2805, Special Trophies and Awards
- 4. How To Guide for Supervising Enlisted Military Personnel
- 5. AFI 36-2852, The Air Force Services (SV) Awards Program
- HQ ARPC Web Page, click on Awards & Decs (www.arpc.org/ arpc.htm)
- 7. Call 926-6134, ext. 343, if you need to talk to the HQ ARPC experts

Promotions

Enlisted Promotions

All promotions (different than active duty) are based upon unit vacancy; i.e., the IMA must be assigned to a position authorized the next higher grade and meet the following minimum requirements:

- Completion of appropriate levels of PME
- Time in grade

Exception to above is the "12/20" rule: Staff sergeants with 12 years of service and technical sergeants with 20 years, who are not assigned to a position authorized the next higher grade but meet all other promotion requirements, may be promoted to the next higher grade if nominated by their commander

Officer Promotions

IMAs meet a promotion board with all other eligible members of the Air Reserve Component

- With the implementation of the Reserve Officer Personnel Management Act (ROPMA) on 1 Oct 96, promotion board members began using the "best qualified" method of selection
 - ➤ Under best qualified method, a promotion quota is determined for each board; i.e., members are "racked and stacked"

Commanders can nominate exceptionally well-qualified IMAs for position vacancy (PV) promotion to fill vacancies in the grades of captain through lieutenant colonel. However, if the IMA is up for a mandatory promotion board, he/she cannot meet/be put in for a PV board. To be considered for a PV board, the IMA must meet the following requirements:

- Time in Grade
- Must occupy a position with an authorized grade higher than the officer's current grade

To determine whether a unit has a valid PV, look at the total number of authorized positions of the grade in question versus the total number of the unit's assigned IMAs in that grade. More detailed information on determining position vacancies is contained in AFI 36-2504, Officer Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force

Promotion Recommendation Form (PRF)

Requirements differ from active duty

- Required only for IMAs meeting lieutenant colonel or above boards
- Required for all IMAs (regardless of rank) meeting a PV board

- Individual Reserve Guide, Chapter 7, Supervisory Information and Chapter 8, Individual Personnel Management (can also be found at www.arpc.org/director/dr/irg/toc.htm)
- 2. ARPC Personnel Fact Sheets
- 3. AFI 36-2501, Officer Promotions and Selective Continuation
- 4. AFI 36-2502, Airman Promotion Program
- 5. AFI 36-2504, Officer Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force

Education and Training

IMAs must participate in education and training if they are to become mission capable and ready to step in and take over at a moment's notice. It also provides the IMA maximum opportunity for promotions.

General

Training should be based on wartime job description

Same training as given to the IMA's active duty counterpart

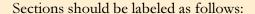
Document and certify training in the Services Training and Education Automated Management System (TEAMS)

- Work Center Qualification Training Plan (WQTP) identifies all tasks an IMA must be trained in for the position he/she now holds
- ➤ Use the current version of the Career Field Education and Training Plan (CFETP)

Documentation-IMA Training Folder

Maintain written participation documentation. Recommend a 6-section folder

At the top edge of the folder, place a label entitled "Individual Reservist Training Folder." The IMA's name and grade should also be on the label



- Section I: Wartime Job Description. An IMA wartime job description is prepared by the unit of assignment supervisor. A copy is sent to the unit of attachment supervisor if the IMA is attached elsewhere for ancillary training documentation
- A paper copy of the current WQTP should also be placed in this section

- ➤ <u>Section II</u>: Assignment Orders/AF Form 2096, **Classification/Onthe-Job Training Action**
- Section III: Training Schedule. Supervisors should use an updated schedule of planned participation ensuring effective IMA resource utilization. The supervisor approves and updates (with IMA's concurrence) the annual training schedule. Maintain an updated training schedule until the fiscal year close out, at which time the new training schedule should be in place
- Section IV: AF Form 40A, Record of Individual Inactive Duty Training. File the AF Form 526, ANG/USAFR Point Credit Summary (you should receive a copy from your IMA), in this section and return AF Forms 40A to the IMA after reconciliation with the AF Form 526 (or computer-generated form)
- Section V: AF Forms 938, Request and Authorization for Active Duty Training/Active Duty Tour, Computer-Generated Tour Orders, AFSVA 200, Tour of Duty Evaluation, and End of Tour Reports. Retain these until the closeout of the current evaluation period and reconciliation with the AF Form 526 in Section IV
 - > Complete an AFSVA Form 200 for each tour of duty (whether it's 1 day or a consecutive number of days in one or more types of duty status; i.e., IDT, annual tour, RPA man-days, or MPA man-days)
 - > Provides convenient documentation of accomplishments to be used in writing evaluation reports (EPR/OPR)
 - > Instructions for completing the AFSVA Form 200 are on the back of the form. Forward completed copies of the form to HQ AFSVA within 10 duty days. Forward a copy to your MAJCOM, if required
 - > HQ AFSVA plans to provide a quarterly summary to the MAJCOMs based on the information found on the AFSVA Form 200
- Section VI: MAJCOM/Program Manager/Unit Unique Requirements

PME

Supervisors should establish a training plan, to include PME, with each IMA and monitor his/her progress each time the IMA performs duty. Completion of Professional Military Education (PME) courses is critical for career progression/promotion.

Section VI of the IMA management folder can be used to document PME plans and status

- IMAs are eligible to complete PME either in residence, by seminar, or by correspondence
- Annually, a "call" is put out for in-residence quotas/applicants
 - Application process is included in the "call"

Formal Schools

- ➤ AFIT Courses (Officers)
- Lackland Services Academy (Enlisted)
- Supplemental Training
 - ➤ ARC Activity Managers' Course (Enlisted)
 - ➤ Regional IMA Training Weekends
 - > Services IMA Worldwide Symposium
- Local Training
 - > Prime RIBS Training, IAW AFI 10-214
 - ➤ Ancillary Training
 - > Computer Training (Computer Based Training)
 - > Quality Assurance Evaluator Training
 - ➤ Safety Training
 - > Sexual Harassment Training

- 1. *Individual Reserve Guide*, Chapter 7, Supervisory Information (can be found on the internet at www.arpc.org/director/dr/irg/toc.htm)
- 2. ARPC Personnel Fact Sheets
- 3. AFI 10-214, Air Force Prime Ribs Program
- 4. AFI 36-2301, Professional Military Education
- 5. AFMAN 36-8001, Reserve Personnel Participation and Training Procedures, Chapter 6 and 7
- 6. HQ ARPC Web Page, click on Training (www.arpc.org/arpc.htm)
- 7. HQ AFSVA Web Page (www.afsv.af.mil), click on Reserve Affairs, then click on Training Schedule (for information on formal training schools)

Important Addresses and Phone Numbers

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Fill in the blanks below and review with your IMAs

Local Base IMA Administrator (BIMAA) NAME: _____ PHONE: (DSN)____(COML)___ ADDRESS: MAJCOM Services IMA Coordinator: ADDRESS: Air Force Services IMA Council MAJCOM Representative NAME: PHONE: (DSN)____(COML)___ ADDRESS:

Air Force Services Agency Reserve Advisor:

AFSVA/CCR 10100 Reunion Place, Suite 401 San Antonio TX 78216-4138 DSN: 487-6568, Coml: (210) 652-6568

FAX: DSN: 487-2880, Coml: (210) 652-2880



Air Force Services Web Page: www.afsv.af.mil (Click on Reserve Affairs)

References & Resources

Individual Reserve Guide. Answers some commonly asked questions about the IMA program, provides points of contact for assistance, and provides instructions for filling out forms regularly used by IMAs. Contact the Air Reserve Personnel Center, Denver CO at DSN 926-6261, if you haven't received one of these guides. The guide can also be accessed through the ARPC Web Page at www.arpc.org/director/dr/irg/htm.

IMA Update. A bimonthly newsletter published by ARPC covering the latest updates on issues that are important to IMAs and their supervisors.

ARPC Fact Sheets. An annual publication spelling out entitlements and benefits for Guard and Reserve members.

Air Force Services Agency (AFSVA) *News and Views.* A quarterly publication covering the latest happenings in the Air Force Services organization. It includes a section on Reserve Affairs.

Services Guide 662, Guide to the Services Enlisted Mentoring Program

AFI 10-214, Air Force Prime Ribs Program

AFI 36-2301, Professional Military Education

AFI 36-2402, Officer Evaluation System

AFI 36-2403, Enlisted Evaluation System (ESS)

AFI 36-2803, The Air Force Awards and Decorations Program

AFI 36-2805, Special Trophies and Awards

AFI 36-2501, Officer Promotions and Selective Continuation

AFI 36-2502, Airman Promotion Program

AFI 36-2504, Officer Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force

AFI 36-2619, Military Personnel Appropriations (MPA) Man-Day Management and Accounting System

AFI 36-2803, The Air Force Awards and Decorations Program

AFI 36-2805, Special Trophies and Awards

AFI 36-2852, The Air Force Services (SV) Awards Program

AFI 36-3401, Air Force Mentoring

AFPD 36-80, Reserve Training and Education

AFMAN 36-8001, Reserve Personnel Participation and Training Procedures

Web Sites

AFSVA Web site: www.afsv.af.mil ARPC Web site: www.arpc.org AFRC Web site: www.afres.af.mil



Frequently Used Terms

Air Reserve Component (ARC). The total reserve forces of the Air Force. Consists of Air Force Reserve units, Air National Guard units, and IMAs.

Air Reserve Personnel Center (ARPC). Located in Denver CO, ARPC provides personnel and administrative services for the ARC.

Annual Tour (AT). A period of active duty for training 12 to 14 days each year (in a per diem status), required of IMAs in order to obtain a satisfactory or "good" year.

Assignment. Organization an IMA is assigned and normally reports to upon mobilization..

Attachment. Organization an IMA may be attached for training; i.e., location of inactive duty training. An IMA's attachment and assignment may/may not be the same.

Inactive Duty Training (IDT). Twenty-four (24) training periods normally scheduled in 4-hour blocks for IMAs. When performing IDTs, IMAs will not be in per diem status. No more than two 4-hour periods may be scheduled per calendar day.

Military Personnel Appropriation (MPA) Man-day Tours. Tours authorized to support the short-term needs of the active duty Air Force. Contact your MAJCOM/program manager to inquire on MPA man-day availability.

Reserve Personnel Appropriation (RPA) Man-day Tours. Special tours used for training programs in support of the Reserve mission. RPA man-days will not be used in conjunction with an MPA tour. All RPA tours require submission of an AF Form 1289, Application for Active Duty. There are two types of RPA tours: (1) Active Duty Training (ADT) tours supplement AT and IDTs when the member needs additional training to achieve or maintain a required skill or skill level in an assigned Air Force Specialty Code; (2) Active Duty Support (ADS) tours provide direct ARC staff support.

Retention/Retirement (R/R) Year. The 12 consecutive months a reservist, in active status, is required to earn 50 points (includes membership points) through participation in an accredited training program for credit as a satisfactory year. IMAs should know their exact R/R date—the date of entry or reentry into active Reserve status. The R/R date is the start date of the R/R year.

Notes

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